



## **Patron Behavior and Unattended Children Policy**

### **Purpose:**

The Kling Memorial Library serves a diverse community and strives to do so with tolerance and respect. In order to provide a safe and comfortable environment for its users, the Library Board requires the users to behave in a manner that does not interfere with the safety of users or the mission and goals of the library. It is expected that library patrons will conduct themselves with respect and courtesy to the library staff and other patrons. Observance of library policies is expected at all times.

### **Policy:**

#### Rules and Regulations to Ensure a Safe and Comfortable Environment:

The following rules and regulations are designed to ensure a secure, welcoming, and positive setting for all who use the library.

1. Patrons are expected to treat others, including staff and fellow library users with courtesy and respect. Harassment, bullying, or disruptive behavior is not permitted.
2. Patrons must wear shoes and clothing covering their torsos at all times. Exceptions will be made for children under the age of 3 years old in strollers, carriers, infant seats, or other carrying devices and for mothers nursing their children.
3. Quiet conversation and group study are welcome, but loud or disruptive noise should be kept to a minimum.
4. Polite cell phone use is permitted. Extended phone calls or calls on speaker phone need to be taken outside the library.
5. Food and covered beverages are permitted in the Library except at computer stations or around library equipment. Food that may cause damage to library property or materials or disturb other patrons is not permitted. Patrons are expected to clean up after themselves and properly dispose of trash.

6. The library is not responsible for personal belongings. Patrons are encouraged to keep any bags or personal belongings with them at all times. Library users may not leave personal belongings in the library when they leave the building. The library is not responsible for any loss of users' personal belongings through theft or otherwise.
7. To ensure safe and appropriate use of library spaces, running, roughhousing, or climbing on furniture is not allowed. All patrons should use library spaces, restrooms, and furniture for their intended purposes.
8. Patrons must follow all library policies, staff directions, and applicable federal, state, or local laws to maintain a safe environment.

#### Prohibited Disruptive Behavior:

To maintain a welcoming and respectful atmosphere for all visitors, certain behaviors that disrupt the use and enjoyment of the library by others are not permitted. At the discretion of the librarian, the unruly or disruptive patron may be asked to leave the premises for a day without any warnings. In cases where the patron poses a threat or refuses to leave the library when directed to do so by library staff, the library staff are authorized to call the police. Continued abuse may result in suspension of some or all library privileges at the discretion of the director. The suspension may be appealed to the Library Board of Trustees. All appeals must be in writing and clearly labeled "Appeal of Suspension of Library Privileges." The decision of the Library Board will be final.

The following behaviors and actions are considered disruptive, inappropriate, or harmful within the library or on library property and are strictly prohibited, and a report may be filed if any such incidents occur.

1. Engaging in behavior that could cause physical harm or an unsafe environment such as, fighting or challenging to fight, running, shoving, throwing things, or using sports equipment, including skates and skateboards, on library property.
2. Using abusive language, gestures, or behavior that's harassing or intimidating to patrons, staff, or volunteers.
3. Engaging in loud talking, shouting, or creating unreasonable noise including playing audio on devices without headphones or using headphones set at a volume that disturbs others.
4. Blocking aisles, monopolizing seating or computer space, or otherwise preventing others from comfortably using library facilities.
5. Failing to comply with a staff request, unauthorized entry in a staff area, or failure to leave the library during emergencies and at closing time.
6. Taking pictures or video in staff only areas of the library.
7. Engaging in sexual activity of any kind.

8. Vandalizing, defacing, or misusing library property, materials, furniture, or facilities.
9. Violating federal, state, or local laws, drug or alcohol possession or use, or being noticeably under the influence of any controlled substances.

#### For the Safety, Supervision, and Responsibility of Minors

1. Parents, legal guardians, or caregivers - not library staff- are responsible for the behavior and safety of children under their supervision while in the library.
2. Children who have not yet entered Kindergarten, must be directly supervised by a parent or caregiver at all times while on library premises. If determined that a child, not yet in Kindergarten, is lost or left unattended, a staff member should try to locate the parent/caregiver within the library or else by phone and inform them of the library's policy for unattended children.
3. Parents, guardians, and/or caretakers of minors will be held responsible for any damages they might cause.
4. If an incident occurs involving an unaccompanied minor, the library staff will attempt to contact the parent or guardian of the child via phone call to inform them that the child has been asked to leave the library. If contact cannot be made via phone, the library staff will attempt to make contact with them via an alternative method based on the information available.
5. If a child is left at the library after hours, staff will attempt to contact a parent or guardian; if unsuccessful, local authorities may be notified for the child's safety.

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